

## Arkansas State University System

### Maximum Working Hours for Adjunct Faculty Employees

#### Frequently Asked Questions

1. What is the maximum number of course credit hours that an Adjunct Faculty member can teach?

*An Adjunct Faculty employee can teach a maximum of nine (9) course hours per (1) semester. If an Adjunct Faculty member is teaching at separate campuses within the ASU System, the course hours are combined and count toward the total maximum of nine (9) course hours per (1) semester.*

2. I have an Adjunct Faculty employee who teaches a course at ASU-Newport and will also teach at ASU-Jonesboro (ASUJ). Do these hours count against the total maximum of nine (9) course hours per semester?

*Yes. If an Adjunct Faculty member is teaching at separate ASU campuses, the course hours are combined and count toward the total maximum of nine (9) course hours per (1) semester.*

*For example: An adjunct, could therefore, teach nine (9) hours for ASUJ, but would not be able to teach adjunct at other ASU campuses. Another example - They could also teach six hours (6) hours at ASUJ and three (three (3)) hours at another ASU campus. Any employee working at more than one Arkansas college, university or state agency must receive approval of their concurrent employment.*

3. Does this have an impact on full-time faculty overloads?

*No, this should have no impact on full-time positions that are benefits eligible. The sole intent of this Operating Procedure is to limit employees who are in a position that is not benefits eligible from working hours beyond what is allowed under the PPACA without providing health insurance coverage.*

4. How are semester hours defined?

*Semesters are defined as follows:*

<i>Spring</i>	<i>January 1 – May 15</i>
<i>Summer</i>	<i>May 16 – August 15</i>
<i>Fall</i>	<i>August 16 – December 31</i>

5. How do you convert course hours to a work week?

*The IRS suggests that we count credit hours. For every credit hour you are assigned three (3) hours of work per course hour. For example, if the Adjunct teaches a four (4) hour credit course, that would count as twelve (12) hours of work per work week.*

6. How will Adjunct Faculty hours be monitored?

*Adjuncts must be assigned as instructor to a course through the BANNER system. Utilize the BANNER screen SSASECT to assign an instructor to a course.*

7. What if we have an Adjunct Faculty member who teaches at another institution outside the ASU system? Does this count toward the total maximum of nine (9) course hours?

*No. However, if an Adjunct teaches at another institution of higher education or other state agency, the concurrent service must be approved by the State Office of Personnel Management prior to beginning employment. Contact the Human Resources Department for additional information.*

8. When does the operating procedure go into effect?

*The operating procedure is effective July 1, 2013.*